

## **FORMS USED FOR TELECOMMUNICATIONS** (No.42 December 2016)

**8061**

### **TELECOMMUNICATIONS SERVICE REQUEST STD 20** (No.42 December 2016)

**8061.1**

The Telecommunications Service Request (STD 20) is used to order phone and data services.

The STD 20 Telecommunications Service Request is a form utilized by all state agencies to order new telephone service or to modify existing service (TDe-207 is used for radio and microwave project requests). The STD 20 is prepared by the Unit Telecommunications Officer (TCO) or Authorized Telecom Representative (ATR) and submitted to the Region TCO (or ATR) for coordination, numbering and rerouting to the proper service provider. For additional information, refer to Section [8043](#). Specific instructions are as follows:

#### **FORM (STD 20) INSTRUCTIONS**

**(See State Telecommunications Management Manual (STMM) CHAPTER 0799.1)**

All STD 20 forms for CALNET services must be filled out and signed by an ATR. If you desire to save the STD 20 to send electronically without scanning, a one-time electronic signature block will need to be filled out. A STD 20, in file form can be emailed to the proper entity.

The form instructions can be found on the Telecom Webpage.

<http://calfireweb/organization/fireprotection/telecomm/purchasing.shtml>

For questions on use of the form, or for assistance in completing the form, call the Region TCO or Sacramento Authorized Telecom Representative.

A working STD 20 page is located at this site.

<http://www.dts.ca.gov/stnd/pdf/stmm/std20form.pdf>

For information on where to send STD 20 forms for services that are included in a CALNET contract, see the Procedures section of STMM Chapter 0799.1.

## **REPORT OF CRIME/INCIDENT ON STATE PROPERTY, MISSING/LOST PROPERTY, STD-99**

**8061.2**

(No.42 December 2016)

The Report of Crime on State Property (STD-99) is to be completed for all state-owned radio thefts, vault break-ins, antenna tower vandalism, etc. as identified in Procedure 802 in HB 8100.

Equipment replacement requests must be sent to the Senior Telecommunications Officer (TCO) in Sacramento with an approval letter from the Unit Chief documenting actions taken in regards to responsibility of missing or lost equipment.

The following documents must accompany the replacement request:

A STD-152 Property Survey Report

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std152.pdf>

Form CAL FIRE 101 (PLD)

[ <http://calfireweb/library/#forms> ]

[Link to Proc. 802 8100 HB]

<http://calfireweb/library/handbooks/8100/8100p802.pdf>

## **PROPERTY SURVEY REPORT STD 152**

**8061.3**

(No.42 December 2016)

The Property Survey Report (STD 152) is used to document removal of communications equipment from CAL FIRE inventory records. Removal may be due to loss, destruction, retirement of equipment, or when equipment is donated to a tax supported group or agency. All Surveys of Telecom radio transmission equipment is to be surveyed by the Inventory Telecommunications Systems Analysts in Sacramento.

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std152.pdf>

## **PROPERTY TRANSFER REPORT STD 158**

**8061.4**

(No.42 December 2016)

The Property Transfer Report (STD 158) is used to document equipment and its movement between assigned locations. Copies of all transfers *must* be sent to the CAL FIRE Telecommunications Systems Analysts in Sacramento for inventory records updating.

## **MATERIALS, REQUISITION OR TRANSFER**

### **F-72**

**8061.5**

(No.42 December 2016)

The Materials, Requisition or Transfer form (F 72) is used to transfer communications equipment or funding from one location to another within CAL FIRE. If the item is donated to a tax-supported entity, an F 72 should be used to obtain a "received by" signature in the lower right-hand corner. This is not processed as a regular transfer but confirms that the item was given and received. It is attached to an STD 152 survey report (listed above) when it is processed for removal from property records. Copies of all transfers must be sent to the CAL FIRE Telecommunications Systems Analysts in your region for inventory records updating.

F 72 guide card.

[http://calfireweb.fire.ca.gov/library/forms/samples/F72\\_GC\\_12\\_07.pdf](http://calfireweb.fire.ca.gov/library/forms/samples/F72_GC_12_07.pdf)

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<http://calfireweb.fire.ca.gov/library/forms/f72.pdf>

## **RADIO FREQUENCY USE AGREEMENT (Hired Equipment)**

### **FC-100R**

**8061.6**

(No.42 December 2016)

This Frequency Use Agreement (FC 100R) form is used for Hired Equipment to utilize CAL FIRE frequencies during the event of a Fire, or Disaster Incident. The Hired Equipment Vendor's radio can then be programmed with frequencies specific to a Unit or Area when they are working for CAL FIRE.

## **ADVICE OF ITEMS LOANED, CAL FIRE 79**

**8061.7**

(No.42 December 2016)

The Advice of Items Loaned (CF 79) is used when equipment is temporarily being transferred to another person or Unit for temporary use or special event. Signatures are required and a pending file should be established by the Unit Telecommunications Officer to keep track of loaned equipment.

## **PROPERTY CERTIFICATION OF LOCATION OR DAMAGE CAL FIRE-101**

**8061.8**

(No.42 December 2016)

The Property Certification of Location or Damage (CF101) is used to document loss or damage to communications equipment. Further reference: State Administrative Manual Section 8643. The CAL FIRE-101 will contain the following:

- description of events resulting in loss or damage
- measures which will be taken to prevent a reoccurrence
- a statement that CHP or local law enforcement has been notified in accordance with State Administrative Manual policy

## **WORK AUTHORIZATION REQUEST TDe-207**

**8061.9**

(No.42 December 2016)

The Work Authorization Request (TDe 207) is used to request communications project work (normally radio or microwave) requiring electronics engineering or technical service. The most current form is available on the Telecom webpage.

<http://calfireweb/organization/fireprotection/telecomm/>

Form instructions are located on the second page of the form itself.

## **USE OF TDe-207 FOR EMERGENCY INCIDENT SUPPORT 8061.9.1**

(No.42 December 2016)

In order to ensure reimbursement of CAL FIRE operating funds spent for Cal OES- Public Safety Communications (PSC) engineering and technical support on emergency incidents, the following policy is as follows:

1. Each radio technician or communications engineer will be documented on the appropriate order number and assigned an overhead request number.
2. The originating ECC will request an "Emergency TDe-207 number" from region OCC. The region TCO or OCC Duty Officer will issue a "9000 series" number to be used on the TDe-207.
3. The originating ECC will write up the TDe-207 with the correct 9000 number entered in the top right-hand "job number" box. Copies are routed ASAP via Email, (fax ok) to region TCO, Sacramento HQ Senior TCO, and the appropriate PSC area supervisor.

4. If a technician is needed, the originating ECC places a telephone request to the appropriate radio shop or area supervisor in accordance with local procedures. Provide the order and request numbers, service needed, and desired reporting time and location. If a PSC engineer is needed, the request is to follow normal command center channels to the Sacramento Command Center. The Sacramento CC will place a request with PSC and relay information back through channels.
5. When the technician or engineer is released from the incident, a "stop" time and date will be recorded on the TDe-207 by the originating ECC. Email the completed form to Region and the regional PSC supervisor.
6. The following 9000 series number-blocks are pre-assigned for use by region CCs and HQ command center:  
  
NORTHERN REGION: 9100-9299  
SOUTHERN REGION: 9300-9499  
SACRAMENTO HQ: 9000-9099
7. The TDe-207 work assignment section should be completed with a statement such as:

"Grizzly Incident, order # \_\_\_\_\_, request # \_\_\_\_\_, radio technician (PSCT) Sparky Geek (radio call # Com 25) assigned to incident base at Siskiyou county fairgrounds."

## **WORK AUTHORIZATION REQUEST PRE-APPROVED**

### **TDe-207PA**

**8061.10**

(No.42 December 2016)

The Work Authorization Request Pre-approved form (TDe-207PA) is a work order specifically for PSC that does NOT require any engineering or administrative efforts. It is generically called a PA207. These are simple tasks like changing tower lights, or repairing a bad radio cable within the ECC.

There are three funding sources for any PA207:

- Local Unit Funding (ECC Chief signs)
- Regional Funding (OCC Chief or region TSA signs)
- Sacramento HQ Telecom funding. (Sacramento HQ senior TCO signs)

Each funding option has a specific preauthorized task number associated with a billing code.

The CAL FIRE Sacramento HQ Senior TCO, in an effort to help the ECC Chief manage his/her funds, has authorized that only the ECC Chief has signatory rights for all 207s. (TDe207 or TDe207PA) If the Unit ECC Chief wishes to appoint an additional signing agent, the Sacramento HQ Senior TCO must be notified by Email.

A complete current listing of the PA207 Numbers, work descriptions, and the actual PA207 can be found on the SAC HQ Telecommunications Intranet web page under PA207.

<http://calfireweb/organization/fireprotection/telecomm/>

PA207 forms must be filled out correctly to avoid identification and billing errors.

The Region Telecom Systems Analyst will be the point of contact for questions or to help verify that the PA207 information is correct.

## **MOBILE INSTALL / REMOVAL REQUEST**

**TDe-213**

**8061.11**

(No.42 December 2016)

CAL FIRE personnel typically perform the installation of mobile radios in the field. However, there may be instances when an installation or removal is requested and there are no CAL FIRE personnel available to accomplish the task. PSC technicians are available to do certain types of installations and removals of telecommunications equipment for a fixed-rate. PSC has also contracted with a number of local private vendors to do this type of work if PSC Technicians are unavailable. The PSC cost should be 10% less than the private vendor rates. All State agencies are required to first contact the local PSC radio facility for an installation or removal appointment. If the local PSC radio facility is unable to do the work, CAL FIRE can then use the services of the contractor.

To be eligible for the fixed-rates with the PSC shops, a Mobile Install / Removal Request (TDe-213) form must be used. The form is stocked at local PSC radio shops and the Electronic version link is on the HQ Telecom Intranet web page under "Helpful Links." <http://calfireweb/organization/fireprotection/telecomm/>

This form allows CAL FIRE to pay a fixed-rate for a service as compared to the hourly PSC technician rate. Significant savings are realized by using the TDe-213. **DO NOT USE A TDe-207PA.** These services offered by PSC include the installation and removal of mobile radios, FCC checks, and various other procedures.

- Signature of the CAL FIRE representative is entered in section H. **NOTE: It is the responsibility of the CAL FIRE employee to ensure the form is filled out correctly before signing the TDe-213.**

Installations and removals not performed within five miles of a PSC shop are subject to travel charges.

- If a service is being performed at a CAL FIRE site and it is within the 5-mile radius of the PSC shop, **do not** check the box labeled “At agency site”. This box is only checked if the technician travels to the CAL FIRE site over the 5-mile radius. If multiple services are being performed at the same location and by the same technician, only one travel charge per day is assessed.

**Please note that this is not part of the Unit Cost Maintenance contract with PSC.** If a Unit desires to use this service, the form is filled out with billing to the Unit. Prior approval is necessary from the Region OCC Chief for any funds authorized against Sacramento Telecommunication’s funds.

In the event that the PSC shop is unable to do the work, CAL FIRE can utilize the services of the contract shop using the same form and process. The PSC technician can assist CAL FIRE personnel in the proper use of this form.

If you have any questions on these procedures, please contact Sacramento Telecommunications or your Region Telecommunications Analyst.

## **FCC LICENSING REQUEST**

**TDe-229**

**8061.12**

(No.42 December 2016)

Any CAL FIRE frequency used in the field must have a valid FCC license. If a Unit wants to place a new fixed radio station into service, they must first fund PSC research for location and frequency availability. Part of this process is to fund the licensing of the frequency or frequencies requested. The form is submitted to the local region Telecom Systems Analyst for review. The TSA will then submit the finished form to the PSC intake Email account. The requestor will be included in this Email chain. The correct form to use for an FCC licensing request is the FCC Licensing Request form (TDe-229). The TDe-229 can be found on the Telecom Webpage under “Frequency Use Agreements”: <http://calfireweb/organization/fireprotection/telecomm/>

## **FREQUENCY USAGE AGREEMENT TDe-400**

**8061.13**

(No.42 December 2016)

## **Cooperators using CAL FIRE Frequencies**

**8061.13.1**

(No.42 December 2016)

The Agreement for Use of Radio Frequencies (TDe 400) is used to request authorization for a cooperating agency to use specified CAL FIRE frequencies. The need for use of CAL FIRE frequencies by another agency must be clearly stated by the requesting unit and approved by the Unit Chief before forwarding to the CAL FIRE HQ Senior Telecommunications Officer (TCO).

Use of CAL FIRE frequencies by another agency shall be limited to agencies that provide initial response into a state responsibility area (SRA). The frequencies requested shall be limited to the unit local net, unit-assigned tactical nets appropriate to the area, and (with region office approval) CAL FIRE Command Nets. Simplex or car-to-car frequencies are the recommended mode of CAL FIRE frequency use by other agencies. Frequency information will be captured on the TDe-400 and must be attached to the CAL FIRE Agreement before submittal to Sacramento HQ.

A request for base station operation (on CAL FIRE frequency) by another agency will require an application for license, form TDe-229 which can be found on the Telecom web page. <http://calfireweb/organization/fireprotection/telecomm/>

Approval will only be granted when above steps are followed and when the cooperating agency accepts that the license will be in the name of CAL FIRE / State of California at the cooperating agency's location. The license will *not* be in the requesting agency's name. Cost for licensing will be borne by the local Unit. Applications will be processed through Sacramento HQ Senior TCO.

The unit TCO prepares the agreement, obtains the other-agency signature, and forwards the original through channels to the Sacramento HQ Senior TCO. An approved copy will be returned through channels. The originating TCO forwards a copy to the requesting agency and keeps one on file. [Reference: HB8036](#)

## **CAL FIRE Using Cooperators' Frequencies**

**8061.13.2**

(No.42 December 2016)

Use the TDe-400 to gain authorization for CAL FIRE personnel to use a cooperators radio frequency, or as an attachment to the CAL FIRE frequency authorization to document the frequency info specifics.

Use the instructions on the 2<sup>nd</sup> page or back of the TDe-400 to fill out the document.

All completed and signed agreements are to be on file at the requesting Unit and at the Sacramento HQ Telecommunications Manager's Office. (See Section [8023](#) & [8036](#) for agreement processing) <http://calfireweb/organization/fireprotection/telecomm/>

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)